

# Wellesley Recreation

Learn Online with Ed2Go

## Welcome!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

### **How to Get Started:**

1. Call Wellesley Recreation to register and pay for your desired course(s)
2. Visit our Online Instruction Center:

**[www.ed2go.com/wellrec](http://www.ed2go.com/wellrec)**

3. Click the Orientation link and follow the instructions to enroll. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
4. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

### **Start Dates:**

A new section for every online course in this catalog will begin on:

**Sept. 15, Oct. 20,  
Nov. 10, Dec. 8**

### **Requirements:**

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

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## **Business Courses**

### **Accounting Fundamentals**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. **\$95.**

### **Administrative Assistant Fundamentals**

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. **\$95.**

### **Customer Service Fundamentals**

Become indispensable to any organization by understanding how to identify and meet customer needs. **\$95.**

### **Professional Sales Skills**

Discover how to begin a successful and rewarding career in sales. **\$95.**

### **Building an Ethical Business**

Give your business an advantage by building a strong and just foundation. **\$95.**

### **Principles of Sales Management**

Master the art of managing sales teams from a sales pro. **\$95.**

### **Successful Construction Business Management**

Gain a powerful and permanent advantage over the competition by practicing expert management. **\$95.**

### **Fundamentals of Supervision and Management**

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. **\$95.**

### **Distribution and Logistics Management**

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction. **\$95.**

### **Mastery of Business Fundamentals**

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. **\$95.**

### **Project Management Fundamentals**

Gain the skills you'll need to succeed in the fast-growing field of project management. **\$95.**

### **Total Quality Fundamentals**

Give yourself a strong foundation in total quality management. **\$95.**

### **Introduction to Business Analysis**

Master powerful techniques to improve your decision-making skills at work. **\$95.**

### **Managing Technology**

Deliver results on time and on budget by monitoring and controlling technology projects. **\$95.**

### **Managing Technical Professionals**

Build vital leadership skills to attract, retain, and inspire top-notch technical professionals. **\$95.**

### **Hire Smart**

Develop recruiting techniques that will help you hire the best people. **\$95.**

### **Understanding the Human Resources Function**

Learn to handle human resource functions to ensure the best possible results. **\$95.**

### **Employment Law Fundamentals**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. **\$95.**

## **Start A Business**

### **Learn to Buy and Sell on eBay**

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. **\$95.**

### **Secrets of the Caterer**

Learn cooking and business secrets from a professional caterer. **\$95.**

### **Wow, What a Great Event!**

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. **\$95.**

**\*\*Register & Pay with the Wellesley Recreation Department\*\*  
then visit [www.ed2go.com/wellrec](http://www.ed2go.com/wellrec) for orientation**

## **Start A Business Con't.**

### **Growing Plants for Fun and Profit**

An industry professional teaches you everything you need to prosper in the backyard nursery business. **\$95.**

### **Publish It Yourself: How to Start and Operate Your Own Publishing Business**

Convert manuscripts into income by producing and selling books like the pros. **\$95.**

### **Start Your Own Consulting Practice**

Find out how you can earn income by sharing your training or knowledge with others. **\$95.**

### **Start and Operate Your Own Home-Based Business**

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. **\$95.**

### **Creating a Successful Business Plan**

Turn your business ideas into a solid plan for financing and long-term success. **\$95.**

### **Business Planning for the Retired**

Learn business planning basics and overcome the challenges of starting a business later in life. **\$95.**

## **Grant Writing/Nonprofits**

### **Introduction to Nonprofit Management**

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors. **\$95.**

### **Marketing Your Nonprofit**

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. **\$95.**

### **Get Grants!**

Learn how to develop successful, fundable grants from experts in the field. **\$95.**

### **A to Z Grantwriting**

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals. **\$95.**

### **Writing Effective Grant Proposals**

Learn to prepare grant proposals that get solid results for your favorite organization or charity. **\$95.**

### **Advanced Grant Proposal Writing**

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. **\$95.**

### **Becoming a Grant Writing Consultant**

Increase your income while working from home by starting a grant writing consulting business. **\$95.**

### **Research Methods for Writers**

Learn the most efficient and effective methods to conduct research for any writing project. **\$95.**

## **Career Ideas**

### **Become a Veterinary Assistant**

Practicing veterinarian prepares you to work in a veterinary office or hospital. **\$95.**

### **Get Paid to Travel**

Learn everything you need to start your new and exciting career as a professional tour director. **\$95.**

### **Caring for Children**

Prepare for a rewarding career as a child care professional. **\$95.**

### **Fundamentals of Technical Writing**

Learn the skills you need to succeed in the well-paying field of technical writing. **\$95.**

### **Introduction to Criminal Law**

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them. **\$95.**

### **Legal Nurse Consulting**

Begin a new career by helping attorneys understand and resolve medical cases and claims. **\$95.**

### **Introduction to the Game Industry**

Leading game designer prepares you for a career in game development, design, and production. **\$95.**

### **Theme Park Engineering**

Get a behind-the-scenes look at your favorite parks from the person who engineers their top attractions. **\$95.**

## **Career Development**

### **Listen to Your Heart, and Success Will Follow**

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. **\$95.**

### **Resume Writing Workshop**

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews. **\$95.**

### **Hidden Market Job Search Strategies**

Create new career opportunities by learning how to market yourself as the solution to any employer's staffing problem. **\$95.**

### **Twelve Steps to a Successful Job Search**

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. **\$95.**

### **Individual Excellence: Secrets of Career Success**

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. **\$95**

### **Leadership**

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. **\$95.**

### **Family & Friends**

#### **Assisting Aging Parents**

Be prepared to handle the challenges of aging while learning to cherish the transition. **\$95.**

#### **Solving Discipline Problems at Home**

Experienced classroom teacher divulges quick and effective ways to ensure responsible behavior. **\$95.**

#### **Enhancing Language Development in Childhood**

Enrich the lives of your children by helping them become proficient speakers and thinkers. **\$95.**

#### **Creating a Healthier Home**

Learn what you can do to minimize health risks related to the quality of the air in your home. **\$95.**

#### **Understanding Adolescents**

Unlock the secrets of the adolescent mind to improve relations. **\$95.**

### **Personal Finance**

#### **Debt Elimination Techniques That Work**

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle. **\$95.**

#### **Where Does All My Money Go?**

Learn how to get control of your money once and for all. **\$95.**

#### **Introduction to Quicken**

Get a handle on your personal finances, budget, credit cards, investments, loans, and more. **\$95.**

### **Law & Legal Careers**

#### **Introduction to Criminal Law**

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals. **\$95.**

#### **Evidence Law**

Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial. **\$95.**

#### **Criminal Procedure: From Arrest to Appeal**

Step inside the day-to-day world of detectives, prosecutors and defense attorneys with this in-depth look at criminal procedure. **\$95.**

#### **Demystifying Forensic Science: A Writer's Guide**

Learn the secrets behind forensic science and add a new level of depth and marketability to your fiction. **\$95.**

#### **Constitutional Law: Bill of Rights**

Understand the challenges facing the maintenance of guaranteed freedoms in the modern world. **\$95.**

#### **Legal Nurse Consulting**

If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims. **\$95.**

#### **Employment Law Fundamentals**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. **\$95.**

### **Health Care**

#### **Medical Terminology: A Word Association Approach**

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. **\$95.**

#### **Become a Veterinary Assistant**

Practicing veterinarian prepares you to work in a veterinary office or hospital. **\$95.**

#### **Become a Veterinary Assistant II: Canine Reproduction**

Manage the entire canine breeding cycle, from assessing the health of parents to puppy care. **\$95.**

#### **Food and Fitness to Fight Cancer**

Improve your health and decrease your risk of cancer by adding sound principles to your daily life. **\$95.**

#### **Introduction to Natural Health and Healing**

Promote wellness, balance, and health in all aspects of your life. **\$95.**

### **Teaching**

#### **Ready, Set, Read!**

Learning specialist shows you how to develop successful readers and writers. **\$95.**

#### **Enhancing Language Development in Childhood**

Enrich the lives of children by helping them become proficient speakers and thinkers. **\$95.**

#### **Solving Classroom Discipline Problems**

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. **\$95.**

#### **Big Ideas in Little Books**

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. **\$95.**

#### **Correcting Oral and Written Errors**

Learn to speak and write with assurance that your word choices, punctuation, spelling, and pronunciation are correct. **\$95.**

#### **The Classroom Computer**

Learn how to use the classroom computer to increase learning and motivate students. **\$95.**

#### **Using the Internet in the Classroom**

Discover how you can use the Internet to make teaching easier for you and more relevant to your students. **\$95.**

#### **PowerPoint in the Classroom**

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. **\$95.**

## **Computer Programming**

### **C++ for the Absolute Beginner**

Learn to program in C++, even if you have no prior programming experience! **\$95.**

### **C# Programming for the Absolute Beginner**

Learn the fundamentals of computer programming with the new C# programming language. **\$95.**

### **Introduction to Visual Basic .NET**

Experienced programmer and teacher shows you how to create Windows applications using Visual Basic .NET. **\$95.**

### **Introduction to Active Server Pages**

Active Server Pages (ASP) technology makes it easy for you to build a Web site that can interact with its users. Learn how to request information from your visitors, respond to their requests, and create an online database. **\$95**

### **Introduction to SQL**

Gain a solid working knowledge of the most powerful and widely used database programming language. **\$95.**

### **Introduction to Database Development**

An experienced professional guides you through a structured approach to database design and development. **\$95.**

### **Introduction to Perl Programming**

Learn a programming skill that will make you a more valuable Web developer or system administrator. **\$95.**

### **Introduction to the Game Industry**

Leading game designer prepares you for a career in game development, design, and production. **\$95.**

### **Computer Graphics Programming with OpenGL**

Prepare for a career creating special effects for games, movies, television, print publications, and the Web. **\$95.**

### **Introduction to VBA**

Learn to use VBA and Microsoft Word to create your own document automation solutions. **\$95.**

## **Networking/ Troubleshooting**

### **Introduction to PC Troubleshooting**

Learn to decipher and solve almost any problem with your PC. **\$95.**

### **Creating a Home or Small Office Network**

Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents with Windows. **\$95.**

### **Introduction to Networking**

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. **\$95.**

### **Intermediate Networking**

Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity. **\$95.**

### **Wireless Networking**

Industry expert shows you how to plan, deploy, and connect to wireless networks. **\$95.**

### **Introduction to PC Security**

What you don't know can really hurt you. Learn what you can do to protect yourself. **\$95**

## **New Courses!**

### **Human Anatomy and Physiology**

Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

### **Instant Italian**

Be prepared to speak Italian in a wide variety of settings and situations. Hear and practice Italiano with a simple click of your mouse! Cultural tips are included in each lesson to help you better understand the Italian people and their way of life.

### **Writing For Children**

Find out how to write picture books, contemporary fiction, historical fiction, and modern fantasy for children. Complete weekly writing assignments and find out which children's books and reference materials are essential for you to read before you begin.

### **Medical Coding and Billing**

Learn medical coding and billing from a professor and physician with years of hands-on experience in the field.

### **Building Wealth**

Discover how most wealthy people really accumulated their fortunes, and develops the discipline you'll need to create and build wealth for yourself.

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Sept. 15, Oct. 20,  
Nov. 15, Dec. 8**

**See page 44 for system  
requirements**